

OFFICE OF SECURITY WEEKLY STAFF MEETING

Room 4E-64

15 February 1979

## 1. Quality Step Increase

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[REDACTED] assigned to CD/ST&OB/Staff Evaluation Section, has been awarded a Quality Step Increase for developing new ideas to improve and simplify the process of clearance work. (U)

## 2. Promotions (C)

GS-10 to GS-11

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# OS REGISTRY FILE Reports 10

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5. In-House Guest Speaker Program

The Director of Security will be the guest speaker during the first week in March at one of a series of in-house presentations sponsored by the DCI Management Advisory Group. (U)

6. Liaison Becomes Permanent Headquarters Entity

Investigative liaison functions which, for many years, were handled from [REDACTED] have been permanently transferred to Headquarters under Clearance Division after a successful trial period here. (A/IUO)

7. Real Estate Reimbursements Rushed

Reimbursements for allowable real estate expenses incurred during PCS transfers are now receiving priority attention by the Office of Finance. Once the current backlog is eliminated, claims should be settled in about two weeks. (U)

8. Records Destruction Moratorium Lifted

The moratorium on destruction of expired records has been lifted. The Offices of Security and Logistics are cooperating to find economical and secure ways to dispose of the literally tons of material awaiting destruction. Please remember that records must be

eligible for destruction in accordance with our Records Control Schedule. If you have any doubt as to the suitability for destruction of any records you might wish to dispose of, please contact the OS Records Management Officer [REDACTED] (U)

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9. Personal Notes

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[REDACTED] retired on 2 February, capping a long and distinguished career with the Agency, the last two and one half years of which were with the Office of Security in Technical Security Division. (A/IUO)